

Project No. DBM-2001-1 TRAVEL
CONTRACTUAL TRAVEL SERVICES
FOR THE STATE OF MARYLAND
Pre-Proposal Conference Summary
Briefing Center
45 Calvert Street 1st Floor
Annapolis, MD 21401
April 25, 2000

Notice: Nothing stated at the pre-proposal conference may change the request for proposals unless a change is made by the procurement officer by written amendment. This summary does not constitute a written amendment.

Attendees: See Attached Sign In Log

Jane Bailey, Procurement Officer, Department of Budget & Management
Susan Gorleski, State Travel Coordinator
Larry Williams, State Fleet and Travel Programs Administrator.

Ms. Bailey welcomed everyone at the meeting and introduced herself as the Procurement Officer on this contract. She then introduced Susan Gorleski, State Travel Coordinator Larry Williams, State Fleet and Travel Programs Administrator with the Maryland Department of Budget & Management.

Ms. Bailey reviewed Section 1, of the RFP, stating the timeline anticipated during the solicitation, evaluation and award of this contract.

During the review it was discovered that there is was a discrepancy in the Closing Time of the RFP. **Please note that the closing date and time is May 8, 2000 at 12:00 Noon.**

The Department was also asked to clarify the Minority Business Enterprise (MBE) Participation goal. This amount is based upon the value of the contract, for example, if the contractor's fee is \$5.00 per ticket and 7,000 tickets are issued per year, the value is \$35,000 plus the actual commission from the airlines. For example, 5% up to \$50.00 per ticket, using 7,000 tickets @ \$50 each = \$350,000 for an anticipated Contract value of \$385,000. The annual MBE goal would be \$38,500.

The floor was then opened for questions. All questions submitted in writing are attached. The meeting was adjourned at approximately 2:50 p.m.